

# WHS & HANMER SCHOOL BUILDING COMMITTEE

## SPECIAL MEETING MINUTES

### Thursday, May 24, 2012

Present:

Committee Member Name		Present	Absent	Excused
	Christine Fortunato, Chairman	X		
	J. Edward Brymer Jr., Vice Chairman	X		
	Steven Barry			X
	Daniel Camilliere	X		
	Frank Dellaripa	X		
	Diane Fitzpatrick, Clerk	X		
	Peter Gardow	X		
<b>Liaison Present</b>	David Drake, Council Liaison	X		
	Mike Turner, Staff Liaison	X		
<b>Staff Present</b>				
	Jeff Bridges, Town Manager	X		
	Tim McDowell, Supt. Of Schools			X
	Mike Emmett, Asst Supt. School	X		
	Tom Moore, WHS Principal	X		
	Fred Bushey, Dir of Maintenance	X		
	Lori Schroll, Administrative Analyst - Engineering	X		
<b>Guest Present</b>	Rusty Malik, Quisenberry Arcari			X
	Tom Arcari, Quisenberry Arcari			X
	Ken Biega, O&G			X
	Alan McIlveen			X
	Duncan Forsyth, Town Atty.			X

#### 1. Call to Order:

Vice Chairman Brymer called the meeting to order at 7:00 PM in the Town Hall, Conference Room #1, 505 Silas Deane Highway.

#### 2. Public Comments: None

#### 3. Minutes of May 14, 2012 Special meeting:

Motion by Dan Camilliere, seconded by Diane Fitzpatrick to approve the minutes of May 14, 2012 meeting with corrections. All present voted in favor.

#### 4. Executive Session – Review of responses to RFQ for CM services per CGS Sections 1-200(6) and 1-200(24)

Motion by Diane Fitzpatrick seconded by Frank Dellaripa to enter into executive session at 7:06 pm. All building Committee members, town staff and BOE staff present were invited to remain.

Chairman Fortunato arrived at 7:40 p.m. and joined Executive Session.

Motion by Diane Fitzpatrick, seconded by Dan Camilliere to exit executive session at 7:55 pm. No votes or decisions were made during executive session.

## **5. Discussion of CM RFQ and Recommend shortlist**

The committee discussed the receipt of 6 qualification packages from CM firms. Each committee member had been provided with a pdf file of the full qualifications packages submitted, along with a summary tabulation prepared by staff.

Based upon the committees review of each firms relevant firm experience, key personnel individual experience, technical competence, meeting the RFQ submission requirements, quality management, experience with sustainable design, project approach and methodology, history of default and litigation, current workload and financial and administrative experience with DCS, the committee chose to shortlist the following four firms (in no particular order or ranking):

Dimeo  
Newfield  
O&G  
Turner

A motion to proceed with interviewing these four firms was made by Diane Fitzpatrick and seconded by Dan Camilliere. All voted in favor.

These firms will be invited to submit cost proposals and come in for an interview, set for June 5, 2012 at the Board of Ed, Stillman Building. Staff will distribute letters to these four firms, along with thank you letters to the firms not shortlisted.

## **6. Adjournment:**

Motion made by Diane Fitzpatrick seconded by Frank Dellaripa to adjourn.

All members voted in favor. Meeting adjourned at 8:36 PM.

I hereby certify that the above is a true copy of the minutes approved by the High School & Hanmer Building Committee.

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Diane Fitzpatrick, Clerk